

PM FORM 4.4.1  
**ACYF CHILD WELFARE TIMEFRAMES**

**WITHIN 72 HOURS OF REMOVAL OF THE CHILD FROM THEIR HOME**

***Determine – If Temporary Custody Clearly Is Necessary***

- Family Advocate Removal Review Requested
- Determine Placement by DES is necessary
- Continued Custody -- Removal Review Team
- Review Placement Options

***Determine -- Investigation Findings***

- File Dependency Petition

**WITHIN 5-7 DAYS**

When children must enter out-of-home placement, many services are provided to the family to facilitate reunification or other permanency goals. The DES is required to have a written case plan with all the required elements developed for each child in foster care placement and care responsibility. The case plan documents the DES efforts to meet the child and family needs move towards reunification or permanency for each child placed in foster care. These needs include the behavioral health needs of children and parents. The DES case plan document includes up to seven components, encompassing all of the federal requirements, as follows:

- **Permanency goal** – setting the goal and expected date of achievement
- **Family intervention plan** – specify for all parents whose parental rights have not been terminated, and guardians, the outcomes they must achieve in order to care for their child safely and services that are aimed at facilitating achievement of the outcomes
- **Child safety plan** – specify steps that will be taken to ensure the child's health and safety is of paramount concerns
- **Out-of-home care plan** – specifying for every child in out-of-home care, the child's educational and a health status, special needs, and placement type, services provided to the child or out-of-home care provider (including behavioral health services through DHS/RBHA system), actions to assure safety in the out-of-home placement, and for an child placed substantially distant from the parent's home or out-of-home or out-of-state, the reason the placement is in the best interest of the child
- **Independent living plan** – specifying for every child age sixteen or older outcomes that will help the youth develop independent living skills and services that will facilitate achievement of these outcomes
- **Contact and visitation plan** – specify for every child in out-of-home care the visitation between the child and the child's parents, siblings, family members, other relatives, friends and any former foster parent, and
- **Indication of family and service team involvement in developing the case plan**

***Develop -- Proposed Case Plan for Preliminary Hearing Report***

- **Gather** – Information to develop proposed case plan
- **Attend -- Preliminary Protective Hearing Conference**
  - Held before the Preliminary Protective Hearing to have all parties discuss various options related to the case i.e., placement alternatives, visitation, services to child and family
- **Attend -- Preliminary Protective Hearing**
  - Held immediately after the Preliminary Protective Hearing and submit report to court

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**ACYF CHILD WELFARE TIMEFRAMES**

**WITHIN 60 DAYS**

***Conduct -- INITIAL CASE PLAN STAFFING***

- **Develop PERMANENT CASE PLAN and determine case plan goal**
  - Remain in Home
  - Return to Parent
  - Relative Placement
  - Adoption
  - Guardianship
  - Long Term Foster Care

***Develop and submit -- PERMANENT CASE PLAN TO COURT***

**EVERY 6 MONTHS OR LESS**

***Conduct -- CASE PLAN STAFFING***

***Determine if -- Continued Services are necessary***

- Monitor Case Plan Services and Placement
- Prepare for Report to the Court and FCRB

**EVERY 6 MONTHS AND ANNUALLY**

***Determine if -- Continued Services are necessary***

***Submit Plan Report -- to the Court and FCRB***